

Study Abroad Office



UNIVERSITY OF LEEDS

# University of Leeds Incoming Study Abroad/ Exchange/Erasmus+



## Application Guide 2020/21

Hello from the Study Abroad Office!

This guide is designed to help you complete our online application form. We recommend that you have this guide open while you are filling in the form.

Please read the guide carefully as incomplete or incorrect applications can cause delays in the admissions process.

If you have any questions, you can ask your study abroad representative at your home university or contact us on [studyabroad@leeds.ac.uk](mailto:studyabroad@leeds.ac.uk).

We're delighted that you plan to study at the University of Leeds and thank you for your application.

Best wishes,

Incoming Study Abroad Team



## Step 1. Create a new account and application

a. Follow this link to this page:

[https://studentservices.leeds.ac.uk/pls/banprod/bws\\_kalog\\_uol.P\\_DisplLoginNon](https://studentservices.leeds.ac.uk/pls/banprod/bws_kalog_uol.P_DisplLoginNon)

b. Click on 'create an application account'

Welcome and thank you for choosing to apply to the University of Leeds.

Please note, if you are starting an application for a course (Taught Postgraduate only) with a start date of September 2017 or later (including pre-sessional language courses for 2017 entry), please use our new admissions system which you can find [HERE](#).

If you started your application (Taught Postgraduate only) before June 20th 2016, then please continue and complete your application through this system using the log-in details you have been provided with. Please note that your application will lapse if you do not complete it within six weeks of starting.

You can apply, upload supporting documentation, review your application or respond to an offer of a place using this service.

**If you are a first time user** please [create an application account](#). You may wish to revisit application guidelines for assistance.

Taught students should view the [Taught Postgraduate guidelines](#) for assistance. Research students should view the [Research Postgraduate guidelines](#).

Exchange and Study Abroad students should view the [Study Abroad guidelines](#).

**RETURNING users** enter your login information below.

Login ID:	<input type="text"/>
PIN:	<input type="text"/>

Login

[Forgotten your Login ID or PIN? Please click here](#)



## Step 2. Create a Login ID and PIN

- a. Your Login ID can be a combination of letters and numbers and can be up to 9 characters long.
- b. Your PIN must be six numbers.
- c. Click 'Login'

Admissions Login - New User

[HELP](#) [CONTACT US](#) [EXIT](#)

 Please create a Login ID and PIN.

- Your Login ID can be a combination of letters and numbers and can be up to 9 characters long.
- Your PIN must be six numbers

Click [HELP](#) for more information on creating a Login ID and PIN.

Create a Login ID:	<input type="text"/>
Create a PIN:	<input type="text"/>
Verify PIN:	<input type="text"/>



[Return to Homepage](#)

Release: 7.0

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## Step 3. Select the application type and academic year

- a. For Application Type select 'Study Abroad/Exchange/Erasmus- Undergraduate'



### Apply for Admissions

 Please select the Admission Year you wish to apply for and then enter your name.

When you have finished, click **Fill Out Application** to continue.

**For your information...**

Admission Year: The University of Leeds academic year runs from September to August each year. For example, 2020/2021 will begin in September 2020 and end in August 2021.

Name: This must be same as stated on your passport or birth certificate.

\* - indicates a required field.

Application Type:	Study Abroad/Exchange/Erasmus- Undergraduate		
Admission Year:*	Select...		
First Name:*	Select...		
Middle Name:	2019/2020 Academic Year		
	2020/2021 Academic Year		
Last Name:*	2021/2022 Academic Year		

[Fill Out Application](#)

[Return to Application Menu](#)

Release: 7.0

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**NOTE: you will *NOT* be able to go back and edit this page at a later date so you will have to submit a new application if you make a mistake here.**

## Step 4. Admission Year and Name

a. For Admission Year please select 2020/21

- a. This includes the following applicants: January-January, Dentistry, Healthcare, Westminster Internship, Research

### Apply for Admissions

 Please select the Admission Year you wish to apply for and then enter your name.

When you have finished, click **Fill Out Application** to continue.

For your information...

Admission Year: The University of Leeds academic year runs from September to August each year. For example, 2020/2021 will begin in September 2020 and end in August 2021.

Name: This must be same as stated on your passport or birth certificate.

\* - indicates a required field.

Application Type:	Study Abroad/Exchange/Erasmus- Undergraduate
Admission Year:*	2020/2021 Academic Year ▼
First Name:*	
Middle Name:	
Last Name:*	

[Fill Out Application](#)

[Return to Application Menu](#)

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**NOTE:** when entering your name, please note that your 'Last Name' is your family name. Your name should be written as it appears on your passport or National ID card.

**NOTE:** you will **NOT** be able to go back and edit this page at a later date if you enter the incorrect admission year on this page.

## Checklist page

This page can be returned to at any stage so you do not have to complete the application in one go (just please make sure that you save every page!)

Your application will not be submitted until you press 'Application is Complete'. This means that the study abroad office will not see parts of your application whilst it is still in progress.

Sections can be returned to at any stage before you submit your application, so if you make a mistake, you can go and correct it.

## Application Checklist

[HELP CONTACT US](#)

 This is a checklist of your application. When you enter information into a section, a tick will appear by it. You need to complete all sections in English language to provided all the application information required, click **Application is Complete** at the bottom of this page to submit your application. Incomplete applications may you to complete all sections so that we may proceed with your application without delay.

Click on the section headings below to complete an application section. If you need further assistance click **HELP** at the top of the page.

- |  |  |
|--|--|
|  Name Information               |  Residency & Funding          |
|  Planned Course of Study        |  Previous/Current Education   |
|  Permanent Home Address Details |  English Language Proficiency |
|  Correspondence Address Details |  Module Selection or Research |
|  Personal Information           |  Supporting Documents         |

At the bottom of each page on the checklist there will be three options:

**Checklist** = returns to the checklist

**Continue** = takes you to the next checklist screen

**Finish later** = takes you back to the application home page

## Step 5. Name information

It is very important that we know if you have registered or applied to the University of Leeds before, for any programme.

If you applied to the University of Leeds before, please select 'yes' to 'Have you previously applied...'

This will not affect your chances of being accepted, we just need to know as you will already have a University of Leeds student ID number. If we know this from the beginning, it prevents future delays to your application.



[HELP](#) [CONTACT US](#) [EXIT](#)

### Name Information

(Checklist item 1 of 12)

 Please enter your name information. When you are finished, click **Continue** to go to the next section. Your name should be your official/legal name and you may confirm your name. Nicknames or pseudonyms are not acceptable.

If you need assistance in this section click **HELP** at the top of the page.

\* - indicates a required field.

Title*	Mr ▼
Last Name:*	Middleton
First Name:*	Ciara
Middle Name:	
Previous Name(s) if changed::	
Previously registered student with the University of Leeds?:*	<input type="radio"/> Yes <input type="radio"/> No
Please give your previous University of Leeds 9 digit student ID number, if known	
Have you previously studied in the UK?:*	<input type="radio"/> Yes <input type="radio"/> No
Have you previously applied to the University of Leeds?:*	<input type="radio"/> Yes <input type="radio"/> No

[Checklist](#)

[Continue](#) [Finish Later](#)

**NOTE:** Please make sure you choose the correct title (eg. Mr, Miss) and please enter your name as it appears on your passport/ID card. Please note that for our purposes, your 'last name' is your family name. If you have multiple family names, please include both in the 'last name' field.



## Step 6. Planned Course of Study

- a. For 'Course of Study' select 'Study Abroad'
- b. For 'What is your Programme Type?' select:
  - a. 'ERASMUS exchange' if you are coming from a European destination through the Erasmus+ programme
  - b. 'Study Abroad/Exchange' if you are coming from outside of Europe or are a fee-payer
  - c. '... With pre-sessional language programme' if you are taking a 6, 10 or 20 week English language course before you start Semester 1 or Semester 2 of teaching. You will be able to select the exact course later
- c. For 'What is your intended period of study' select:
  - a. 'Semester 1' to study from September to January
  - b. 'Semester 2' to study from January to June
  - c. 'Semester 1&2' to study from September to June
  - d. 'Other' if you are one of the following applicants:  
January – January, Dentistry, Healthcare, Westminster Internship, Research
- d. Please write a short Personal Statement telling us why you want to study at the University of Leeds



[HELP](#) [CONTACT US](#) [EXIT](#)

### Planned Course of Study

(Checklist item 2 of 12)

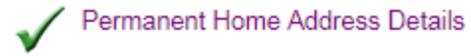
Please select your planned course of study from the list and complete the other questions, if relevant. When you are finished, click **Continue** to go to the next se

Please note that all listed courses are full-time unless otherwise stated, e.g. PT = part time, DL = distance learning .

If you need assistance in this section click **HELP** at the top of the page.

\* - indicates a required field.

Course of Study:*	Study Abroad ▾
What is your Programme Type?*	Please select ▾
What is your intended period of study?	Semester 1 ▾
If selected 'Other' what is your Proposed Start Date?:*	Day None ▾   Month None ▾   Year ▾
If selected 'Other' what is your Proposed End Date ?:	Day None ▾   Month None ▾   Year ▾
Did a representative help you with your application?:	None ▾
Personal Statement (Max 500 Words)*	<div style="border: 1px solid black; height: 100px;"></div>



## Step 7. Permanent Home Address Details

a. Write your permanent home address. If possible, please do enter your Post/ZIP code

b. For the question ‘Will your correspondence address be the same as your permanent home address?’ please answer ‘yes’.

We will not post any documents to you before you arrive in Leeds so it is not necessary for you to provide a correspondence address. Your acceptance will be sent by email.

### Permanent Home Address Details

(Checklist item 3 of 12)

 Please enter your permanent home address information. Your permanent home address is where you normally reside. When you're finished, click **Continue** to go

If you need assistance in this section click **HELP** at the top of the page.

It is important to provide a telephone number if possible as the University may wish to contact you about your application.

\* - indicates a required field.

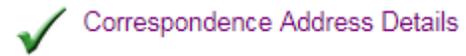
#### Permanent Address

Address Line 1:*	<input type="text"/>
Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>
City:*	<input type="text"/>
Post/ ZIP Code:	<input type="text"/>
Country:*	None <input type="text"/>
Telephone Number (including country and area codes):	<input type="text"/>
Will your correspondence address be the same as your Permanent Home Address	<input checked="" type="radio"/> Yes <input type="radio"/> No
Mobile Telephone Number (Including country and area code):	<input type="text"/>

[Checklist](#)

[Continue](#)

[Finish Later](#)



## Step 8. Correspondence Address Details

- a. This will be the same as your permanent home address. Click 'continue'.

We will not post any documents to you before you arrive in Leeds so it is not necessary for you to provide a correspondence address. Your acceptance will be sent by email.

[HELP](#) [CONTACT US](#) [EXIT](#)

### Correspondence Address Details

(Checklist item 4 of 12)

 Please provide your correspondence address information. Only complete this section if your correspondence address is different from your permanent home address. **Continue** to go to the next section. If you do not need to make changes here, please exit using the **Return to Checklist without saving changes** link.

If you need assistance in this section click **HELP** at the top of the page.

It is important to provide a telephone number if possible as the University may wish to contact you about your application.

\* - indicates a required field.

#### Correspondence Address

Address Line 1:*	<input type="text"/>
Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>
City:*	<input type="text"/>
Post / ZIP Code:	<input type="text"/>
Country:*	United Kingdom ▼
Telephone Number (including country and area codes):	<input type="text"/>
Address valid from:*	Day 23 ▼ Month January ▼ Year (YYYY) 2018 ▼
Address valid until:	Day 23 ▼ Month January ▼ Year (YYYY) 2018 ▼

[Checklist](#)

[Continue](#) [Finish Later](#)



### Step 9. Personal Information

- a. The email address you submit will be used to contact you regarding your application and to give you arrival information so please make sure it is an account you check regularly.
- b. Please enter your Birth Date accurately as this is used for immigration purposes.
- c. If you have a disability, you can declare it here. This is so that the University can ensure that it meets your needs and provides appropriate support where necessary.
  - a. A disability is defined as a physical or mental impairment that has a substantial and long-term (12 months or longer) negative effect on someone's ability to do normal daily activities. Examples of disabilities include: Dyslexia, dyspraxia, dyscalculia; ADHD or ADD; Asperger Syndrome or autism; Long-term mental health conditions; Long-term medical conditions e.g. epilepsy, cancer, HIV, diabetes, IBS, Chronic Fatigue; Physical or mobility impairment; Blindness or significant sight loss; Hearing loss.
  - b. If you submit disability details, this will not impact your acceptance.
  - c. If you have any questions about declaring a disability or the support that you could receive, please contact our Disabled Students' Assessment & Support team: [disability@leeds.ac.uk](mailto:disability@leeds.ac.uk).

## Step 10. Residency & Funding



- a. Please select the appropriate nation from the drop down list for your country of birth, nationality and domicile (where you currently live)
- b. For fee status select:
  - a. 'Exchange Student (no fees)' if you are coming via the exchange program with one of our partner universities.
  - b. 'Pay own fees' if you will be paying tuition fees directly to the University of Leeds.
  - c. 'Home institution/representative to pay fees' if you are coming through API or Butler, or if your home university are paying your fees for you.
- c. Please fill out your passport (or ID card for those in Europe) details accurately, especially if you will need a Tier 4 visa for the duration of your study

\* - indicates a required field.

Country of Birth:*	Please Select ▼
Country of Nationality:*	Please Select ▼
Country of Domicile:*	Please Select ▼
Fee Status*	Please Select ▼

Passport information required for Non UK/EEA nationals ONLY. Click on help for more information

Passport Number:	<input type="text"/>
Passport Place of Issue:	None ▼
Passport Expiry Date:	None ▼ None ▼ <input type="text"/>

**NOTE: if your passport will expire before or during your stay in the UK, you will need to renew your passport. If you are currently renewing your passport but still hold a passport that is currently valid, please enter these details into this section. Please then add a note to your supporting documents telling us when you expect to receive your new passport.**

## Step 11. Previous/Current Education



- a. Please enter your current and any previous higher education institutions – especially if you have studied in the UK before
- b. Please click ‘Lookup Your Institution’ to find your home university
- c. Please ensure you enter your year of study as this can have visa implications for some applicants and prevents future delays if we can get this information here
- d. By ‘Qualification Date’ please enter the date you received, or expect to receive your completed degree

\* - indicates a required field.

Lookup Your Institution	
Institution Name	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
City	<input type="text"/>
Zip/Postal Code	<input type="text"/>
Country:	None <input type="button" value="v"/>

What is your Degree Title (if known)?:	None <input type="button" value="v"/>
If not found, enter Degree Title:	<input type="text"/>
What is your current level of study?	Please select <input type="button" value="v"/>
What Modules/Courses are you studying this year? (Please include all the modules/courses which are not listed on your current transcript):	<input type="text"/>
What is your current year of study?	Please Select <input type="button" value="v"/>
Current Grade Average? (if known):	<input type="text"/>
Qualification Date:	Day <input type="button" value="v"/> None <input type="button" value="v"/> Month <input type="button" value="v"/> None <input type="button" value="v"/> Year (YYYY) <input type="button" value="v"/>

**NOTE: we need to know if you have studied in the UK before at any level for immigration reasons.**



## Step 12. English Language Proficiency

- a. If you are taught mainly in English at your home university, please select 'yes'
- b. Please read the Language Requirements section of our [website](#) to see if you meet our language criteria before applying. There is also more information about which students need to submit evidence of their English Language level.
- c. You should enter the test date as it is printed on your certificate.

The main language of tuition in my home university is English (if 'Yes', then continue to the next page).		<input type="radio"/> Yes <input type="radio"/> No	
If the previous answer is 'no' then, please provide details of English language qualifications below.:			
Test	Score	Date Taken	
1. None		Day	None
2. None		Month	None
3. None		Year	None
4. None		Day	None
5. None		Month	None
		Year	None
If you are planning to take an IELTS or TOEFL test at a later date, please provide details below:			
Test	Date to be Taken		
1. None	Day	None	None
2. None	Month	None	None
3. None	Year	None	None
4. None	Day	None	None
5. None	Month	None	None
	Year	None	None

**NOTE:** If you are unsure whether you are required to submit English Language evidence, please read the website carefully or contact us on [studyabroad@leeds.ac.uk](mailto:studyabroad@leeds.ac.uk).

**NOTE:** Some schools have a higher English Language requirement. Please see the list of relevant schools on our website.

**NOTE:** IELTS and TOEFL iBT test dates must be within 2 years (to the day) of when you will start studying at the University of Leeds. Please note we have to accept your most recent certificate.



## Step 13. Module Selection



**NOTE:** Please read the information on our [website](#) before filling this section in.

- a. Once you have selected the 'Subject', modules suitable for Incoming Study Abroad students (marked 'isa' on our Module Catalogue) will appear under module selection.
- b. **Please select 60-100 Leeds credits per semester of study.**
  - a. A standard workload is 60 Leeds credits per semester, however we advise that you select more than this here as there is no guarantee that you will be allocated the modules that you request.
  - b. You will only be able to select modules taught during your intended period of study: either Semester 1, Semester 2 or the full year Semester 1&2. Modules taught across the full academic year in both semesters are labelled as Semester 3 in the application form.
  - c. It does not matter which order you select the modules in. The list is not an order of preference.
- c. January to January applicants should only select modules in Semester 2. You will choose your Semester 1 modules after you have arrived.

	Subject	Module Selection	Details	Course Ref:	Credits	Semester
1.	COMM-Communication Studies	Please select a subject				
2.	Please Select	Please select a subject				
3.	Please Select	COMM-1230-Introduction to Media and Communication Research (Group 01)				
4.	Please Select	COMM-1305-Introduction to Journalism (Group 01)				
5.	Please Select	COMM-1700-Understanding Digital Media (Group 01)				
6.	Please Select	COMM-1790-Design for Digital Media (Group 01)				
7.	Please Select	COMM-1860-Photographic Practices (Group 01)				
8.	Please Select	COMM-2125-Visual Communication (Group 01)				
9.	Please Select	COMM-2375-Issues in Journalism (Group 01)				
10.	Please Select	COMM-2560-Communication Skills (Group 01)				
11.	Please Select	COMM-2715-Digital Storytelling (Group 02)				
12.	Please Select	COMM-2780-Media Policy (Group 01)				
13.	Please Select	COMM-3180-International Communication (Group 01)				
14.	Please Select	COMM-3260-Understanding the Audience (Group 01)				
15.	Please Select	COMM-3315-Statistics and Data for Journalists (Group 01)				
		COMM-3395-TV Documentary Journalism (Group 01)				
		COMM-3715-Internet Policy (Group 01)				
		COMM-3780-Mobile Media (Group 01)				
		COMM-3899-Social Issues on Screen (Group 01)				
		COMM-3930-Media Philosophy: Technological Dasein (Group 01)				
		COMM-3980-Radio Technologies, Industries and Cultures (Group 01)				
			Total Credits	0		

**NOTE:** Please do **NOT** select more than 100 credits per semester of study as we will have to ask you to submit a new application!

## Step 14. Postgraduate Modules or Research ✔ Module Selection or Research

- If you intend to apply for any postgraduate modules at Leeds, these will not appear on the drop-down list. Instead, please manually enter the postgraduate module codes into the box at the bottom of the screen.
- If you wish to undertake a research project at Leeds, please give a short outline of your research project in the box at the bottom of the screen.
- It is sometimes possible for students to take postgraduate modules, however we advise that you check with your home institution and the Study Abroad Coordinator for that subject before applying.

**Post Graduate modules:** It is not common practice to allow exchange or Study Abroad students to take PG modules. For further information please refer to the [Module Availability Guidance Notes](#).

	Subject	Module Selection	Details	Course Ref:	Credits	Semester
1.	BIOL-Biological Sciences	BIOL-1112-The Molecules of Life (Group 01)	<a href="#">View</a>	27122	10	1
2.	ELU-English Language Unit	ELU-2003-English for Academic Study (Group 01)	<a href="#">View</a>	30604	20	2
3.	LUBS-Business School	LUBS-3980-Operations Management (Group 01)	<a href="#">View</a>	15279	20	3
4.	SPPO-Spanish, Portuguese & Latin Am	SPPO-1084-Intermediate Portuguese Language (Group 01)	<a href="#">View</a>	7508	20	1
5.	PHIL-Philosophy	PHIL-2221-Ancient Philosophy (Group 01)	<a href="#">View</a>	18306	20	1
6.	ENGL-English	ENGL-3027-Shakespeare (Group 01)	<a href="#">View</a>	30652	20	2
7.	DESN-Design	DESN-2658-20th Century Fashion (Group 01)	<a href="#">View</a>	21425	10	1
8.	Please Select	Please select a subject				
9.	Please Select	Please select a subject				
10.	Please Select	Please select a subject				
11.	Please Select	Please select a subject				
12.	Please Select	Please select a subject				
13.	Please Select	Please select a subject				
14.	Please Select	Please select a subject				
15.	Please Select	Please select a subject				
				<b>Total Credits</b>	120	

**Please provide details of any research or clinical placement to be completed:**

If you intend to complete a research project, provide a brief description of the general research area in which you are interested:

Postgraduate module (SUBJECT 5????M)  
Research area

Which School from the University is this research based?  
Please Select

Enter the name of the proposed Research Supervisor (if known):

**NOTE:** Please contact the relevant Study Abroad Coordinator (a list can be found on our [website](#)) for academic advice regarding individual modules – the Study Abroad Office cannot provide academic advice. Some schools have specific module entry requirements. You can find school-specific module guidance on our [website](#).

## Step 15. Supporting Documents



- a. If possible, please upload all of your supporting documents in one pdf file.
- b. All applications must include:
  - a. Official transcript of records (in English) or a non-official print out that is stamped and signed by your home university
  - b. An explanation of your home institution’s grading system
  - c. A copy of the information page of your passport or ID card that you will be using to travel. If you are renewing your passport, please include a page in your supporting documents informing us of this, and telling us when you expect to receive your new passport.
- c. Please see the ‘Supporting Documents’ section of our [website](#) to see if you need to submit other supporting documents (English language certificate/references/portfolio of work/foreign language questionnaire)

\* - indicates a required field.

Browse For Document: *	<input type="text"/>	<input type="button" value="Browse..."/>
Document Type: *	None <input type="button" value="v"/>	
Description:	<input type="text"/>	<input type="button" value="Attach to Application"/>

### Document(s) Submitted:-

Certificates:				
No:	Name:	Description:	Date Submitted:	Remove Document:
1	Firstname_Surname_SupportingDocuments.pdf		05-01-2015	<a href="#">Remove</a>

**NOTE:** incorrect or missing supporting documents are the main reason applications are delayed. We cannot process your application if you have not submitted all of the required supporting documents so please read this information carefully and ensure that the documents are uploaded and SAVED (you must press ‘Attach to Application’ to save the documents) to your application before you press ‘Application Complete’.



### If you are having technical difficulties uploading your Supporting Documents, please try the following:

- a. The name of your file may be too long. Try shortening the file name.
- b. You may not be waiting long enough for your documents to upload to the application portal. Sometimes it can take up to thirty seconds to upload properly.
- c. Try uploading the file directly from your desktop.
- d. Your file may be too large to upload. Try compressing the file, or cutting it down into smaller files.
- e. If you still experience problems at this stage, please contact us via e-mail: [studyabroad@leeds.ac.uk](mailto:studyabroad@leeds.ac.uk), with as much detail about the problem as possible.

### Supporting Documents

(Checklist item 12 of 12)

Please combine your documents into **one** single file, in the order below, before uploading them to your application.

You must submit your file in **PDF format**. Please use your **FULL** name as the name of your file

Please do not upload extra documents, such as references and personal statements, as these are **not required** for your Leeds application.

Please use the upload facility to submit **only** the documents listed below in support of your application. If you are unsure which documents to upload, [please check our website for further information](#).

1. Original transcript in English **OR** an English translation signed and stamped by your home university.
2. Description of the grading system at your home university.
3. English Language Certificate (**NOT ERASMUS STUDENTS**).
4. Foreign Language Questionnaire (if applicable).
5. Copy of the information page of the passport you will use to travel to Leeds.

We will be able to process your application faster if you submit your supporting documents using this facility.

#### Problems

Please note that it may take up to thirty seconds for each document to be uploaded. If you encounter problems uploading your documents please submit your application without them, and then try again to upload your documents once your application has been submitted. If you still experience problems at this stage, please e-mail [studyabroad@leeds.ac.uk](mailto:studyabroad@leeds.ac.uk), with as much detail about the problem as possible.



Please note that you will be held legally responsible for any illegal, malicious or harmful content that you upload using this facility.

\* - indicates a required field.

Browse For Document: *	Choose File   No file chosen
Document Type: *	None ▼
Description:	<input type="text"/>
	Attach to Application



Application is Complete

## Step 16. Submit your application

- a. You should now have filled in everything that we need to process your application! Go back to the checklist and scroll to the bottom of the screen.
- b. You are able to view a summary of your application by pressing 'Show summary of this application'.
  - a. Sometimes this doesn't show all of the information on your application. Do not worry about this, we will contact you if we need further information.
- c. Please tick the boxes as appropriate to you and then press 'Application is Complete' when you are ready to submit your application.

***NOTE: we cannot view or process applications until you have pressed 'Application is Complete'.***

### Submission of Application

To submit your application, once you have completed all sections, click **Application is Complete**. By submitting this application you:

- (1) Agree to the University processing personal data contained in this form, or other data which the University may obtain from you or other sources. The University of Leeds may use this information to collect statistics but will not publish any information that may identify you.
- (2) Agree to the processing of such data for any purpose connected with your studies or your health, welfare and safety, or for any other legitimate reason.
- (3) Confirm that the information provided in this application is, to the best of your knowledge, true, accurate and complete. Applicants are advised that information given which is later found to be false may lead to the withdrawal of any offer of a place at the University.

Please note if your application has not been submitted after six weeks, it will be deleted and you will need to complete a new application.

- (4) Confirm that, if you require a Tier 4 (General) Student Visa to study in the UK, you have declared the mandatory information relating to visits to the UK for which you have previously had permission to stay as a Tier 4 (General) student (or under the student rules that were in force before 31st March 2009).

If any of the information you have submitted is incorrect, or changes eg: if you are granted permission to stay as a Tier 4 (General) Student for a new course (from a sponsor other than the University of Leeds) please notify us immediately.

- (5) The University may contact you concerning your application for the purpose of marketing any products and services that we feel would be of benefit to you. For more information please see the following [Privacy Statement](#).

### Use of Personal Data



In completing this application, where you have been required to provide personal data such as mobile phone numbers and e-mail addresses, this will be used by the University for processing the application and sending you further information regarding your application.

We may also send you other information relating to the University that we feel would be of interest to you, such as University Open Days and University Courses. None of your data will be shared with third parties. Please confirm your consent to us using your data in this way by ticking the box above. You may at any time withdraw your consent by emailing [cet\\_suggestions@leeds.ac.uk](mailto:cet_suggestions@leeds.ac.uk).

Please tick if you would like to receive email regarding the "progress" of your application.



Please tick if you would like to receive SMS texts regarding the "progress" of your application.



Application is Complete

Finish Later

Show summary of this application

[Send an email to University of Leeds Admissions](#)

Release: 7.0

Thank you for submitting your application to study at the University of Leeds; we look forward to processing it!

We will contact you if we need any further information from you. We do receive a high volume of applications every year and we thank you for your patience whilst we process them. We anticipate that you will hear from us within 6 weeks of the date you submit your complete application.

If you have questions, you can find information on our website: [www.leeds.ac.uk/incomingstudyabroad](http://www.leeds.ac.uk/incomingstudyabroad)

You can also contact us:

Email - [studyabroad@leeds.ac.uk](mailto:studyabroad@leeds.ac.uk)

Phone - +44 (0)113 343 7900

Office hours: Monday to Friday 09:00 - 17:00

